

GENERAL GUIDELINES ON COURTROOM PROTOCOL FOR INTERPRETERS

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Always be on time/ early. • Have a short introduction w/your credentials ready for <i>voir dire</i>. • Place on the record the beginning and end of your service. • Introduce yourself to all parties. Card is useful. • Try to get information on the case prior to the hearing. Read documents available. Develop vocabulary. • Ask counsel to, or tell counsel you will, explain your role to the LEP. Always in the presence of his/her attorney. • Sit next to defendant at counsel table; stand next to witness during testimony on stand. • Use first person direct speech only. Refer to yourself in the third person, as “the interpreter”. • Address any concern or request directly to the court... “Your Honor, interpreter would...” or, “Your Honor, may interpreter...” • Notify the court of any mistakes made and correct the record! • When in doubt, consult, ask and clarify. Always request permission and place request on record. • Give an accurate and smooth interpretation; speak loudly and clearly. • Be pleasant, cooperative, patient, and keep a sense of humor. 	<ul style="list-style-type: none"> • Be late. • Misrepresent your qualifications to the Court or Counsel. • Accept an assignment for which you are not qualified. • Have private conversations with the defendant prior to the proceeding, during testimony, or at counsel’s table. • Have conversations with any other party/jury during breaks. • Walk into the well. • Imitate gestures, movements. • Show emotions. • Substitute a uh-huh w/a yes or no. Substitute a sound with a word. • Address anyone informally. • <u>Abuse</u> the privilege to interrupt a proceeding. (Save interruptions for important requests such as correction of errors, clarifications, repetitions, etc.) • Let anyone force you to give information on the case. You may not be a witness in the proceedings! • Offer an opinion about the witness for the court/counsel no matter how harmless it sounds to you. • Interject your comments about anything in or out of the courtroom. • Accept gifts, gratuities of any kind. • Perform duties other than those within the scope of your profession. • Be a referral service for attorneys or anyone else. • Ever let them see you sweat!